

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street
Sacramento, CA 95814

November 12, 1974

ALL-COUNTY LETTER NO. 74-221

TO: ALL COUNTY WELFARE DIRECTORS

OBSOLETE

Superseded by

ACL #77-15

Issued 3-17-77

SUBJECT: CULTURAL AWARENESS AFFIRMATIVE ACTION TRAINING

REFERENCE:

In response to federal legislation, the Department of Benefit Payments developed the California Welfare Civil Rights Program for implementation in the second half of 1974-75 fiscal year. The program establishes minimum requirements, outlines responsibility, and sets time frames to prepare and implement county programs responsive to federal law, HEW regulations and the Dymally-Alatorre Bilingual Services Act. County welfare departments will be required to develop plans within the state guidelines that assure equal delivery of welfare services and equal employment opportunities to all applicants and employees. Merit Systems in cooperation with the Department of Benefit Payments Civil Rights Office and the CWDA Civil Rights Subcommittee is preparing the guidelines which are scheduled for distribution on December 2, 1974.

Program Objective

As part of this program, the Civil Rights Office of the Department of Benefit Payments, in cooperation with the State Merit Systems and the CWDA Civil Rights Subcommittee, has developed a seminar entitled "Cultural Awareness Affirmative Action" for supervisors and managers.

The objective of the two-day seminar is to provide county welfare supervisors with information about cross-cultural relations, civil rights regulations including affirmative action, and to illustrate and examine methods and techniques for use of the information received as part of this training in everyday on-the-job situations.

Program Outline

The program will be modular in nature. Each independent module will handle a specific program area. All the modules will be discussed from the viewpoint and within the context of good supervision and current acceptable management practices.

The activities of the first day will include expression of management support, explanation of the necessity for equal employment opportunity programs, a definition of the California Welfare Civil Rights Program, legal requirements and detailed explanation of the major elements and requirements for county welfare affirmative action plans. On the second day the activities are directed toward the identification of barriers to the effectiveness of the program, discussion of attitudinal and educational barriers and illustration of methods and techniques for eliminating institutional barriers. Human Resources Management sociocultural awareness and integration of EEO considerations into the welfare personnel systems are also included.

Implementation

To implement the program the Department of Benefit Payments has retained a consultant who will conduct seven training for trainers seminars so that county trainers are given background information and instructions necessary to implement this program in their own counties. The training for trainers program will be 20 hours long.

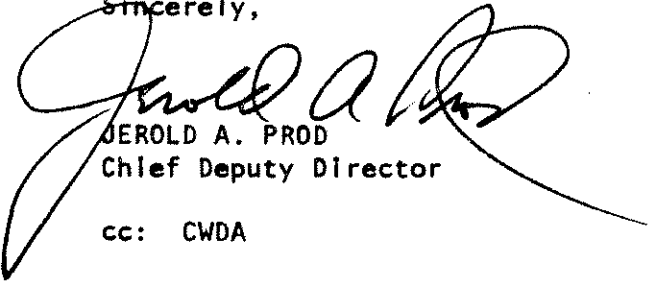
Who Should Attend the Program

The Cultural Awareness Affirmative Action Program has been designed to provide approximately 16 hours of direct instructions to the first-line and middle-management supervisors. This training should be implemented by the county trainers who have received training directly from the consultant.

As indicated in the "Guidelines for the Preparation of Affirmative Action Plans" prepared by Merit Systems, each county will be required to indicate (quantify) number and level of personnel that will be trained during the next fiscal year. Consequently, each county should assign as many trainers to attend our training for trainers seminar as will be required to carry out this program. Portions of this program may be used by county welfare departments to fulfill the present requirements for nondiscrimination training. Details of the program, which will begin with the seven Training for Trainers Seminars in January 1975, will be discussed directly with your Staff Development Unit at a later date.

Should you have any questions, please call Mr. Luis Batiza at (916) 322-4134.

Sincerely,



JEROLD A. PROD
Chief Deputy Director

cc: CWDA